

ACT 191

CRITERIA QUESTIONNAIRE FOR ANNEXATION

BOUNDARY COMMISSION QUESTIONS FOR DEVELOPING PUBLIC HEARING INFORMATION ABOUT YOUR GOVERNMENTAL UNIT

(The term "unit" is used throughout this questionnaire and is intended to mean either your township, city or village.)

I. POPULATION

- A.** Total population of your unit for each of the following dates:
1960 _____ 1970 _____ 1980 _____ 1990 _____
- B.** Give an estimate of the population in the area proposed to be annexed on the date the petition was filed with the Commission. If the Commission expanded the area under consideration please include separate figures for that area. _____

II. POPULATION DENSITY AND LAND AREA

- A.** Give the total number of acres or square miles **in your entire unit** and the population density (population/area) for 1980 and 1990.
- (1) Total number of acres _____ or square miles _____
- (2) Density for 1980 _____ 1990 _____
- B.** Give the total number of acres or square miles **in the area proposed to be annexed** and the density for 1980 and 1990. If the Commission expanded the area for consideration please include separate figures for that area.
- (1) Total number of acres _____ or square miles _____
- (2) Density for 1980 _____ 1990 _____

III. LAND USE

- A.** Enclose a copy of the **long range plan** for your unit or larger area (e.g. comprehensive Master Plan, Land Use Plan, Growth Management Plan). Include County's or other if there is not one for your unit of government. List enclosures. _____
- B. Development**
1. Does your unit provide special incentives (tax-abatement, low interest rates) to homeowners, builders or developers to locate in your area? Yes _____ No _____
 2. If yes, describe. _____

3. Give the quantity and location of any of the following types of development either planned, under construction, or completed within your unit during the last three years.

	# DWELLING UNDER CON- STRUCTION	DATE COM- PLETED	SECTION OR EXACT LOCATION	UNITS AT BUILD OUT
PLANNED Apartment Bldgs.	_____	_____	_____	_____
Standard Housing Subdivisions	_____	_____	_____	_____
Condominium Subdivisions	_____	_____	_____	_____
Mobile Home Parks	_____	_____	_____	_____
Commercial Centers	_____	_____	_____	_____
Industrial Parks	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____

C. Zoning

- Does your unit have a zoning board or commission?
Yes ____ No ____

If yes, under what public act? _____
- Has your unit adopted a zoning ordinance? Yes ____ No ____
If yes, enclose a copy of the zoning ordinance and map.
If no, enclose the governing county zoning map and ordinance.

If no, is your unit in the process of initiating a zoning ordinance?
Yes ____ No ____ If initiating, to what stage has this progressed?

- Does your unit have certain parcels of land zoned for specific purposes? Yes ____ No ____
- Has the area proposed for annexation been zoned for specific purposes? Yes ____ No ____

If yes, for what purposes? _____
- Is any portion of the area proposed for annexation being considered for rezoning? Yes ____ No ____

If yes, describe the portion and the proposed change.

6. List below the acreage of the land zoned:

A. Number of Acres Zoned	B. Number of Acres Used as Zoned	C. % of Acres Used as Zoned (B/A x 100)
_____ RESIDENTIAL	_____	_____
_____ COMMERCIAL	_____	_____
_____ INDUSTRIAL	_____	_____
_____ AGRICULTURAL	_____	_____
_____ OTHER _____	_____	_____
_____ TOTAL	_____	_____

IV. STATE EQUALIZED VALUATION

Give the state equalized valuation of your unit for the last three years. Start with present year:

A. Real Property	19 _____	19 _____	19 _____
Residential	\$ _____	\$ _____	\$ _____
Commercial	\$ _____	\$ _____	\$ _____
Industrial	\$ _____	\$ _____	\$ _____
Agricultural	\$ _____	\$ _____	\$ _____
Developmental	\$ _____	\$ _____	\$ _____
Timber Cutover	\$ _____	\$ _____	\$ _____
Utilities	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

B. Personal Property	19 _____	19 _____	19 _____
Residential	\$ _____	\$ _____	\$ _____
Commercial	\$ _____	\$ _____	\$ _____
Industrial	\$ _____	\$ _____	\$ _____
Agricultural	\$ _____	\$ _____	\$ _____
Developmental	\$ _____	\$ _____	\$ _____
Timber Cutover	\$ _____	\$ _____	\$ _____
Utilities	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____

C. Give the current **equalization factor for your unit** 19 _____

D. Give the most recent year's **state equalized valuation for the area proposed for annexation**
\$ _____

V. ALLOCATED AND VOTED MILLAGE RATES FOR THE LAST 3 YEARS Example:

General Fund	1.00 Mills
Debt Retirement	2.00 Mills
Pension Fund	.50 Mills
TOTAL	3.50 Mills

Start with the present year.

<u>Unit Millage</u>		<u>County Millage</u>		<u>School Millage</u>	
Purpose	Amount	Purpose	Amount	Purpose	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL	_____	TOTAL	_____	TOTAL	_____

<u>Unit Millage</u>		<u>County Millage</u>		<u>School Millage</u>	
Purpose	Amount	Purpose	Amount	Purpose	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL	_____	TOTAL	_____	TOTAL	_____

<u>Unit Millage</u>		<u>County Millage</u>		<u>School Millage</u>	
Purpose	Amount	Purpose	Amount	Purpose	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL	_____	TOTAL	_____	TOTAL	_____

VI. TOPOGRAPHY / NATURAL BOUNDARIES / DRAINAGE BASINS

- A.** Check any unusual or restrictive topographic features which could inhibit the use or development of the area proposed to be annexed.

<input type="checkbox"/> Extreme changes in elevation	<input type="checkbox"/> Wetlands
<input type="checkbox"/> Perk test failure	<input type="checkbox"/> Bedrock near the surface
<input type="checkbox"/> Flood plain	<input type="checkbox"/> Prime agricultural land
<input type="checkbox"/> Drainage basin	<input type="checkbox"/> Other _____

- B.** How does this proposed annexation relate to natural boundaries and drainage basins? (Include aerial map if available.)

VII. BOUNDARY HISTORY

- A. 1. During the past 10 years, has your unit been involved in any proposed detachments, annexations, incorporations or consolidations? Yes ____ No ____

2. **If yes**, list the following for each case (attach extra sheets if necessary):

TYPE OF ADJUSTMENT PROPOSED: _____
(detachment, annexation, incorporation, consolidation)

REQUEST INITIATED BY: _____
(registered electors, property owners, city council, township board)

DATE REQUEST FILED: _____ DATE OF DECISION: _____

DECIDED BY: _____
(referendum, County Commission resolution, City Council resolution, City/Township mutual resolutions, State Boundary Commission action, Circuit Court, other court)

FINAL DECISION: _____

- B. Of those annexations accomplished, are these areas receiving all the city's services?
Yes ____ No ____ No annexations in past 10 years _____

If no, list the areas not receiving services and the services they lack:

- C. Does your unit have any joint policies or agreements with adjacent units of government?
Yes ____ No ____ **If yes**, explain:

VIII. PAST AND PROBABLE FUTURE GROWTH & DEVELOPMENT

- A. How many building permits for the following categories have been issued by your unit of government within the last 3 years? ____ Industrial ____ Single Residential Units
____ Commercial ____ Multiple Housing Structures

- B. Business development

1. How many new businesses **opened** in the last 5 years? ____
How many new jobs were created? ____
2. How many businesses **expanded** their operations in the last 5 years? ____
How many new jobs were added? ____
3. How many businesses **reduced** their operations in the last 5 years? ____
How many jobs were lost? ____
4. How many businesses **moved or closed** their operations in the last 5 years? ____
How many jobs were lost? ____

- C. Have any special studies been conducted in your area regarding the general economic situation?
Yes ____ No ____ In Process ____
If yes, enclose copy.

- D. Which of the following development tools serve your unit?
- ___ Economic Development Corporation (PA 338, 1974)
- ___ Local Development Finance Authority (PA 218, 1986)
- ___ Tax Increment Finance Authority (PA 450, 1980)
- ___ Downtown Development Authority (PA197, 1975)
- ___ Shopping Center Redevelopment Area (PA 120, 1961)
- ___ Empowerment Zone/Enterprise Community/Enterprise Zone
- ___ Local Revolving Loan Fund
- ___ Other _____

IX. NEED FOR ADDITIONAL PUBLIC SERVICES

- A. What additional services not presently available does your unit, residents and/or property owners feel are necessary in the area proposed for annexation?

	SERVICE	DATE IT CAN BE AVAILABLE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

- B. Of the services listed above, which ones will be difficult to provide?

Why? _____

X. PROBABLE EFFECTS OF PROPOSED ANNEXATION ON THE COST AND ADEQUACY OF SERVICES

- A. If annexation takes place, how will the change of boundaries affect the receiving unit of government?

- B. If annexation takes place, and public services are improved in the area annexed, what additional cost will the annexed area incur and how adequate will those services be?

- C. If annexation takes place, what will be the financial effect on the remaining area from which the annexation area is removed?

- D. If annexation takes place, what will be the financial effect on the annexation area?

XI. PUBLIC SERVICES**A. Public Water**

1. Does your unit provide public water service? Yes ____ No ____
2. **If yes**, who owns the water treatment plant(s)? _____
3. If the water treatment plant does not belong to your unit, has your unit purchased a utility equity in the water system? Yes ____ No ____
4. How many public water customers does your unit have? _____
5. Give the number of homes and also the section numbers in which public water is not available. No. of homes _____ Section No. _____
6. Maximum capacity of your public water system is _____ GALS/PER/DAY .
Average present usage is _____ GALS/PER/DAY, _____ % of capacity.
7. Is your unit under orders or has it been cited by the Michigan Department of Public Health, Department of Natural Resources, Water Resource Commission or any other state or federal agency? Yes ____ No ____
8. **If yes**, give the nature of the orders or citations and what actions have been taken

9. Does your unit serve public water to the area proposed to be annexed? Yes ____ No ____
10. **If not**, how near to the area proposed for annexation are water mains of a size adequate to serve the area? _____
11. How is your public water system financed?
 _____General obligation bonds _____Revenue bonds
 _____Special assessments _____Tap-in fees (Amount:\$_____)
 _____Other _____
12. What is the cost per linear foot to install water lines in the street? \$_____
What is the cost per linear foot to extend lines on site? \$_____
13. If public water service is not available, what other types of water services are available to residents? _____
14. Have any governmental agencies placed any restrictions on adding new customers to your public water system?
 Yes ____ No ____ **If yes**, describe these restrictions.

15. Are there any plans to expand your water system?
 Yes ____ No ____
16. **If yes**, what sections or areas will receive services? _____
17. How many new customers are expected to be served? _____
18. What is the estimated total number of customers who will ultimately be served following this expansion? _____

19. This expansion is: _____ being studied _____ under contract
 _____ under construction
20. Estimated date service will be available: _____
21. What charges do customers within your unit pay to receive public water?
 \$ _____
22. If water is purchased under contract, do customers outside the unit pay the same rate as those within the unit providing the service? Yes ____ No ____ **If no, what charges**
 do customers outside the unit pay to receive public water? \$ _____
23. Are special charges made in lieu of an assessment? Yes ____ No ____
If yes, what is the amount? \$ _____
24. What must customers outside the providing unit do to receive this public water?

25. If annexation does not occur, how soon would the area proposed for annexation receive public water services? _____

B. Sanitary Sewer

1. Does your unit provide sanitary sewer service? Yes ____ No ____
2. **If yes**, who services the treatment plant? _____
3. If the sewage treatment plant does not belong to your unit, has your unit purchased a utility equity in the sewer system?
 Yes ____ No ____
4. How many sewer customers does your unit serve now? _____
5. How many homes in your unit do not have sewer hookups available? _____
 In what sections or areas? _____
6. What is the highest level of waste water treatment is being provided:
 Primary ____ Secondary ____ Tertiary ____

7. What methods of waste water treatment are being used? (Check all that apply.)
- | | |
|--|--|
| <input type="checkbox"/> Activated Sludge | <input type="checkbox"/> Trickling Filter |
| <input type="checkbox"/> Lagoons | <input type="checkbox"/> Groundwater Discharge Mound |
| <input type="checkbox"/> Rotating Biological Contactors or Disks | <input type="checkbox"/> Sand Filter |
| <input type="checkbox"/> Sequencing Batch Reactors | <input type="checkbox"/> Other _____ |
8. Where does the waste water treatment plant discharge its effluent?
- Surface water (Name/Location) _____
- Ground infiltration (Name/Location) _____
9. Maximum capacity of the sewer system is _____ GAL/PER/DAY.
10. The average usage is _____ GAL/PER/DAY, _____% capacity.
11. Does your sewer ordinance require residents to hook up? Yes____ No____ **If yes**, how near does the sewer line have to be? _____ feet
12. Does your unit provide sanitary sewer service to the area proposed for annexation?
- Yes ____ No ____
13. If not, how near to the area proposed to be annexed are sewer lines of a size adequate to serve the area? _____
14. How is your sewer system financed?
- | | |
|--|--|
| <input type="checkbox"/> General obligation bonds | <input type="checkbox"/> Revenue bonds |
| <input type="checkbox"/> Special assessments | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Tap-in fees (Amount \$ _____) | |
15. What is the cost per foot for installation of sewer lines in the street? \$_____
- What is the cost per foot for extension on site? \$_____
16. Are you under orders to improve your waste water treatment?
- Yes ____ No ____ **If yes**, describe. _____
17. Are there plans to expand the sewer system? Yes ____ No ____
18. **If yes**, what sections or areas will receive services?
- _____

19. Have you received approval from the involved state agencies for expansion of the sewer system? Yes ____ No ____
20. What is the estimated total number of customers who will ultimately be served by this expansion? _____
21. This expansion is: ____ being studied ____ under contract ____ under construction.
22. Estimated date service will be available: _____
23. What do customers within your unit pay to receive sewer service? \$_____
24. If sewer service is purchased under contract, do customers outside the unit pay the same rate as those within the unit providing the services? Yes ____ No ____
If no, what charges do customers outside the unit pay to receive sewer service? \$_____
25. Are special charges made in lieu of an assessment?
Yes ____ No ____ **If yes**, what is the amount? \$_____
26. What must customers outside the providing unit do to receive this sewer service?

27. If annexation does not occur, how soon would the area proposed for annexation receive sewer service? _____

C. Fire Protection

1. Fire protection for your unit is provided:
____ by your own department
____ under contract from another unit: _____
____ by the _____ Fire District which serves the following units:

2. Underwriters rating: _____
3. What is the composition of the fire department that provides fire protection to your unit?
Number of fire fighters on force
Full-time _____
Volunteer _____
4. How is the fire department financed?

☐ Special Assessment ☐ Charges for each fire run
☐ General obligation bonds ☐ General operating funds
☐ Other _____

5. Who provides fire protection to the area proposed for annexation?
 _____ Underwriters rating: _____
6. If the annexation is approved, who would provide fire protection?

7. How near is the fire station now providing fire protection to the area proposed for annexation? _____
8. If the annexation is approved, how near would the fire station providing fire protection be?

D. Police Protection

1. Police protection for your unit of government is provided:
☐ by your own department
☐ by the county sheriff
☐ under contract from another unit: _____
☐ from the _____ Joint Service District
 which serves the following units: _____
2. What is the composition of the police department?

Number of police officers on force

Full-time _____
 Part-time _____
3. How is the police department financed?
☐ Special Assessment ☐ Charges for each police run
☐ General obligation bonds ☐ General operating funds
☐ Other _____
4. Who provides police protection to the area proposed for annexation?

5. If the annexation is approved, who would provide police protection?

6. How near is the police station now providing police protection to the area proposed for annexation? _____
7. If the annexation is approved, how near would the police station providing police protection be?

E. Refuse and Garbage

1. Does your unit provide refuse and garbage collection service?
 ___ **Yes**; this service is provided
 ___ by your unit (direct operation).
 ___ by your unit via contract with private firm.
 ___ by your unit via an intergovernmental or regional contract.
 ___ **No**; this service is provided by private arrangements between residents and property owners with individual haulers.
 ___ **No**; this service is not available.

If the answer to 1. was "Yes" respond to 2.- 5.

2. How many homes are served? _____
 3. Does this service include the area proposed to be annexed? Yes___ No___
 4. How often is the pickup made? _____
 5. How is the service financed?
 ___ Special Assessment
 ___ Each homeowner billed for service by governmental unit
 ___ General operating funds
 ___ Paid by resident to individual hauler

F. Street Lights

1. Does your unit have a street light program? Yes ___ No ___
 2. **If yes**, how is the program financed? _____

G. Library Service

1. Does your unit provide library service? Yes ___ No ___
 2. **If yes**, is it ___ unit operated ___ county wide ___ area wide

H. School District _____**I. Other services available to your unit's residents**

Type of service	Furnished by unit or on contract?	Method of financing
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

XII. FINANCIAL ABILITY TO PROVIDE AND MAINTAIN SERVICES TO AREA**A. What major capital improvements have taken place in your unit in the last five years, and how were they financed?**

IMPROVEMENT	FINANCED
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

- B.** Does your unit of government have application for bonds before the Michigan Municipal Finance Commission? Yes ____ No ____

If yes, state the kind of bond, purpose, total amount of bonded indebtedness and the maturity date.

KIND	PURPOSE	AMOUNT	MATURITY DATE
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____

- C.** Indebtedness related to annexation area.

1. Does your unit of government have any bonded indebtedness in place or in process that affects the area proposed for annexation? Yes ____ No ____

- a. **If yes,** state the following about the debt:

KIND	PURPOSE	AMOUNT	MATURITY DATE
_____	_____	\$ _____	_____
_____	_____	_____	_____

- b. **If yes,** attach copies of any "Order of Approval" issued to your unit by the Municipal Finance Commission that relate to bonds for sewer or water facilities serving the annexation area and include copies of maps describing the physical location of the sewer and water lines.

2. Has your unit incurred any other liabilities relating to the area proposed for annexation? Yes ____ No ____

If yes, describe the liabilities and their value (\$).

3. Has your unit signed any other contractual agreements affecting the area proposed for annexation? Yes ____ No ____

If yes, list the agreements and include copies.

4. Has your unit accumulated any assets attributable to the area proposed for annexation? Yes ____ No ____

If yes, describe the assets and their values(\$).

5. What percent of your total sanitary sewer, public water, storm drainage and other utility exist in the area proposed for annexation?

_____% sewer	_____% public water
_____% storm drainage	_____% other _____

XIII.GENERAL EFFECT UPON COMMUNITY OF PROPOSED ACTION

- A.** What is the position of your government officials on this proposed annexation?

- B.** What is the position of the affected residents of the proposed area for annexation towards this petition?

C. What is the position of your constituents towards this petition?

XIV. WHAT IS THE RELATIONSHIP OF THE PROPOSED ANNEXATION TO ANY ESTABLISHED TOWNSHIP, VILLAGE, CITY, COUNTY OR REGIONAL LAND USE PLAN?

List the people who completed this questionnaire.

Name	Title	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date Completed _____